



U.S. Department of Justice
Federal Prisons System
Metropolitan Detention Center
Brooklyn, NY 11232

NUMBER : BRO 5267.07D
DATE : March 11, 2003

SUBJECT: Inmate Visiting

OPI: Correctional
Services

Institution Supplement

1. **PURPOSE AND SCOPE:** To establish the local inmate visiting procedures at the Metropolitan Detention Center, Brooklyn, New York.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:** Institution Supplement Inmate Visiting, BRO-5267.05D, dated April 13, 1999.
 - B. **Directives Referenced:**
 - (1) Program Statement 1315.06, Inmate Legal Activities, dated 11/5/99
 - (2) Program Statement 4500.04, Trust Fund Warehouse Laundry Manual, dated November 6, 2000
 - (3) Program Statement 5100.07, Security Designation and Custody Classification System, dated January 31, 2002
 - (4) Program Statement 5267.06, Visiting Regulations, dated May 17, 1999.
 - (5) Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated October 11, 2000
 - (6) Program Statement 5280.08, Furloughs, dated February 4, 1998.
 - (7) Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997.
 - (8) Program Statement 5510.09, Searching/Detaining Non-Inmates; Arresting Authority; Use of Metal Detector, dated March 6, 1998.
 - (9) Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997.
 - (10) Program Statement 7331.03, Pre-Trial Inmates, dated November 22, 1994.
3. **STANDARDS REFERENCED:** American Correctional Association Standards for Adult Detention Facilities, 3-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.

4. PROCEDURES:

A. Visiting Facilities: Ordinarily, visits not requiring additional security measures will be conducted in the institution Visiting Room located on the first floor. This will also include inmates housed in the Special Housing Unit. Separate areas within the Visiting Room have been provided for attorney visits. These rooms will not be utilized for social visits under any circumstances.

B. Visiting Hours: The inmate visiting hours at MDC, Brooklyn are categorized in three separate sessions consisting of three hour sessions. Each visiting session permits an entire housing unit to visit during one specific date. The sessions are as follows:

The West Side:

1. 7:30 am to 12:00 pm (Attorney Only)
2. 12:00 pm to 3:00 pm (Social & Attorney Visiting)
3. 4:00pm - 8:30 pm (Social & Attorney Visiting)
4. 8:00am - 4:00 pm (Weekends/Federal Holidays/Social/Attorney Visit)
5. 7:30am - 4:00 pm (Friday - Attorney Visit Only)

The East Side:

1. 7:30 am to 12:00 pm (Monday - Friday Attorney Visit Only)
2. 12:00 pm to 3:00 pm (Social & Attorney Visiting)
3. 4:00 pm to 8:30 pm (Social & Attorney Visiting)
4. 7:30am to 4:00 pm (Attorney Visits - Sunday / Saturday/ Thursday)

The processing of visitors will commence 30 minutes prior to the visiting period and terminate 45 minutes prior to the end of the visiting time.

NOTE: Should inmates be present in the Visiting Room during official counts or institutional lock down accountability census checks, they will be recorded on an official out count form and officially counted in the Visiting Room.

C. Visiting Limitations: Due to limited visiting space, visiting limitations must be set. All inmates will be afforded the opportunity to visit for at least one hour, but not more than three hours per visiting session, depending on visitor volume and security concerns. The inmate's visiting time will begin when the inmate arrives to the Visiting Room. Inmates will be afforded the opportunity to participate in social visiting at least four (4) hours per month. During visitation sessions, only four social visitors per inmate will be allowed access to the Visiting Room at one time. Inmates will be allowed only one social visit on a single day. Visitors may only visit one inmate at a time unless the inmates are immediate family members. Any questions related to visiting more than one inmate at a time will be addressed by the unit staff.

No more than three legal or official visitors are allowed to the Visiting Room unless prior arrangements and approval have been coordinated and approved by the Legal Department.

D. Implementation of Visiting: Ordinarily, within the first five working days after arrival, the inmate will be allowed to establish a visiting list through their unit team. Inmates will complete a Request for Visitor Approval Form (Attachment 1), which is reviewed by Unit Staff with the inmate. If further background information is necessary or required, the "Visitor Information Sheet" (BP-309), and "Authorization for Release (Visitor) Form (BP-310), will be completed and returned to the Unit Team.

An inmate's list will not be accepted from an inmate until all information is completed in its entirety on the Visitor Information Sheet (Attachment 2). Once an individual has been approved for visitation, the Unit Counselor will load the information into the visiting program .

A hard copy of the computerized visiting list will be placed in the inmate's central file and a copy filed in the Lieutenants Office as a back up system for the ACIS program. The Unit Counselor will notify the inmate of those visitors who have been approved. A maximum of twelve (12) visitors on the visiting list will be authorized.

1. Pre-trial and Holdover inmates: The inmate visiting list will be limited to immediate family members. Exceptions may be made for non-immediate family if an inmate has been housed at this facility for a period of 180 consecutive days without any visits for non punitive reasons. The visit will be on a one time basis and will not exceed two hours in duration. Visiting will be permitted in accordance with a rotating visiting schedule (attachment #1).

2. Work Cadre (inmates designated to MDC, Brooklyn): In addition to immediate family members, the work cadre inmates may have up to four (4) other relatives or friends added to their approved visiting list. The list may be changed every ninety (90) days. Other relatives and friends will be those persons with whom the inmate had an association with prior to incarceration. This association must be determined by the inmate's unit team to be a positive relationship. These relatives and friends will be added to the visiting list only after a favorable background check. The inmate will be notified of approval or disapproval so that he/she can notify the proposed visitor.

3. Members of the Immediate Family For definition see Program Statement 5267.06. If an individual has a different surname, the unit team may require documentation prior to the initial visit. Documentation of this relationship will be forwarded to the unit team for verification along with a completed “Visitor Information” Form (BP-309) and “Authorization for Release (Visitor)” form (BP-310).

Members of the immediate family will normally be approved without further investigation, except as noted above. The inmate will be required to forward the Visiting Regulations and the Information and Release Authorization Forms to the proposed visitors. The Visitor Information Sheet with the signed Release Authorization Form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning visiting. Upon receipt of the completed authorization forms, the Unit Counselor will initiate a NCIC check

Immediate family may also include a parent of the inmate's children. These family members may visit after appropriate documentation is provided to the Unit Team and only if accompanied by the children. This documentation should include the birth certificate of the child or similar official information together with completed Information Questionnaire and Release Forms. These individuals should only be allowed to visit if there are no strong circumstances which preclude visiting.

4. Persons With Prior Criminal Convictions: Each of these cases shall have specific approval of the Warden or his designated representative on an individual basis. The “Request for Conviction Information” form (BP-311) must be completed and routed to the Warden or his designee for final approval.

5. Business Visitors: Business visitors for Pre-Trial inmates will be processed according to Program Statement 7331.03, Pre-Trial Inmates.

6. Special Visits: Special visits (Attachment #4) may be authorized for former or prospective employers, sponsors, and/or from persons not on the approved list. Such visits must be approved by the Associate Warden (Programs) or Duty Officer, and may be granted for the following reasons:

- (a) Family emergency
- (b) Pre-release planning
- (c) Other instances when visiting is not possible during scheduled visiting hours

The unit counselor will forward a copy to the Front Entrance, Visiting Room and the Lieutenant’s Office.

7. Religious Visits: The Chaplain may recommend a religious visit for an inmate by a clergyman or religious representative. The Chaplain will prepare and distribute an authorization memo, approved by the Associate Warden (P), for each visit. These visits **will not** be counted as regular social visits.

8. Attorney Visits: Attorneys and their approved representatives (law clerks, paralegals, and investigators) may visit inmates in matters relating to an inmate's legal affairs. However, prior authorization is required from the Legal Department for legal representatives.

Attorneys may secure authorization for approved attorney representatives by submitting the "Application to Enter Institution as Representative" Form (BP-243) to the legal department. These attorney representatives may not conduct legal visitation if they are members of the inmate's immediate family or approved social visitors, unless approved by the Legal Department.

The use of a VCR, and/or tape recorder are available for their use. No more than three (3) legal visitors are allowed in the visiting room unless prior arrangements are made through the Legal Department. In the event of an emergency situation, the Duty Officer may approve an attorney visit prior to or after normal visiting hours.

9. Prisoner Visitation and Support Service (PVS) visits: Volunteers from the PVS must have prior approval from the Regional Director. Visits are usually conducted and arranged on a monthly basis and are to take place during normal visiting hours. PVS visitors may be placed on an inmates visiting list in order to simplify entrance procedures and eliminate the need for authorized memoranda. PVS visits are not to be counted as social visits. PVS visitors are authorized to carry into the institution a pen, pencil and paper for note taking purposes. PVS visitors must adhere to all institution and visiting room rules/regulations.

10. Official Visits: Representatives of law enforcement agencies, U.S. Parole or Probation Offices, U.S. Public Defenders, Court assigned Sentencing Officials, attorneys, approved attorney representatives and mental health professionals performing court ordered examinations will receive priority when processing. Official visitors, except the Assistant U.S. Attorney, U.S. Parole or Probation Officers, U. S. Public Defenders and Law Enforcement Officers will be required to complete a "Notification to Visitor Form" (BP-224).

E. Visits for Offenders Not In A Regular Population Setting:

1. Hospital Patients: Inmates admitted to local hospitals for medical treatment **will not** be allowed any visits unless recommended by the unit team and approved by the Warden. In those instances when a visit is authorized, the visitors will only be permitted to visit during the pre-arranged time, as set forth by the Captain and appropriate Unit Manager.

These visits shall not exceed more than one hour in duration and will be done with direct staff supervision. The inmate's assigned Correctional Counselor, in addition to the escorting staff members, will provide supervision during the social visit. Positive visitor identification, search, and all relevant procedures applicable at the institution will be in effect.

Visits may be prohibited or restricted for inmates under strict medical care, i.e., suffering from infectious disease, or who are psychotic, suicidal, or otherwise not in a condition to see visitors. The situation will be carefully explained to the visitor and documented in the inmate's central file. In such cases, medical and/or psychological staff, in conjunction with the Administrative Duty Officer, will determine whether a visit may take place, and if so, the location where it will be conducted.

The Unit Counselor will review the visiting list ensuring its accuracy. Once the initial visiting list has been completed, it may be amended through the inmate's submission of an Inmate Request to Staff Member Form (COP-OUT) as often as every ninety (90) days.

F. No Visitors Requested: If the inmate does not request to receive visits, a notation will be made in the ACIS program and placed in the central file. On the screen where visitors are normally listed, it should be keyed in as "*No Visitors Requested*".

G. Administrative Detention/Disciplinary Segregation: Inmates in Administrative Detention or Disciplinary Segregation status will normally visit in the institution's visiting room. Inmates will be seated near the Visiting Room Officer during social visits. Legal visits will be conducted in the attorney room adjacent to the officer's station. The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has a visit. Inmates in the Special Housing Unit will visit on days they would normally visit according to their assigned unit, unless a CIMS and/or security concerns exist. These cases will be handled on an individual, case by case basis

Inmates who pose a threat to the security and orderly operation of the institution will conduct their visit in the Special Housing Unit. Social visits will be held in the Attorney Rooms. Legal visits in Special Housing will be held in attorney room or the non-contact rooms. The Special Housing Unit Visiting Form (Attachment #6) must be completed and signed by the Warden authorizing these special visiting procedures.

H. CIMS Concerns/Separatees: Due to the unique mission of MDC, Brooklyn, it is not uncommon to house inmates who have separatees inside the institution. To ensure the safety of these individuals, the ACIS Officer and the Visiting Room #1 Officer must check their SENTRY rosters for any separation concerns prior to the inmate being allowed into the Visiting Room. If CIMS concern exists, the ACIS Officer will notify the Visiting Room #1 Officer prior to granting the visitors' access. The Visiting Room #1 Officer will verify the inmate's CIMS information, and contact the CIMS Clearance Officer to properly clear the inmate for his/her social visit.

I. Attorneys: Ordinarily, attorneys will only be allowed to see one inmate at a time. Exceptions may be approved by the Duty Officer or in his/her absence, the Operations Lieutenant. The attorney will be required to list each inmate he/she requests to visit on the Notification to Visitor Form. If the attorney wishes to interview more than one inmate, and they are not co-defendants, the next inmate may be escorted down to the visiting room as soon as the attorney has completed the initial interview. It is the responsibility of the attorney to notify the Visiting Room Officer when the interview has concluded to enable the next inmate to be escorted down.

J. Processing of Visitors: All visitors will be processed into the institution in accordance with Institutional Supplement BRO-5500.09-F, Entrance Procedures. All approved visitors will be given written guidelines as to proper conduct and procedures while in the visiting room at this time.

K. Proper Dress In The Visiting Room:

Visitors: Visitors are expected to wear clothing which is neither provocative nor revealing. The following attire is prohibited:

- Transparent clothing
- Low cut blouses/dresses, revealing the bosom
- Shorts 3 inches above knee

Sweat pants/sweat shirts
Shirts or jeans with revealing holes
Spandex pants, skirts, tights or leotards
Sleeveless shirts
Hats, caps, head scarfs

****NOTE: Religious attire or head wear (yarmulkes, turbans, kufis, prayer shawls and any other religious clothing or wraps used to cover the face and/or hair) that have met the screening requirements as outlined in Institution Supplement 5500.09F will be authorized to be worn into the visiting room by inmate visitors.**

Clothing which is sexually suggestive or revealing will not be allowed. No bare feet will be allowed except for infants. No clothing that is similar to that issued to inmates will be allowed, i.e., khaki or green military type clothing. The Operations Lieutenant or Duty Officer will be contacted pertaining to a visitor's attire prior to entering the institution. The official contacted will notify the visitor if the visit will be allowed.

Inmates: Inmates entering the visiting area will be dressed in institutional clothing, to include footwear. No athletic footwear is allowed unless medically required. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may carry the following items:

1. One wedding band (no stone)
2. Legal Materials
3. Prescription Eyeglasses (if required)
4. Religious headgear

All **items** taken into the Visiting Room will be inventoried and the same identical items must leave the Visiting Room with the inmate. Upon completion of all visits, inmates departing will be strip searched. Inmates will not be permitted to carry out any items other than those allowed to be taken in. Inmates entering for a legal visit will be allowed to bring legal material which pertains to their current case. These materials will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read by staff.

L. Inmate And Visitor Conduct Within The Visiting Room: All visitors arriving in the Visiting Room will report to the main desk and receive their assigned table number for their visit. Once assigned a table, the visit will be conducted only at the assigned table. The Visiting Room Officer reserves the right to assign seating at all times.

Upon entering the Visiting Room, inmates will report to the main desk to be checked in and be directed to the assigned table. An inmate is prohibited from leaving his/her assigned table for the duration of the visit. Inmates are prohibited from using the vending machines. The vending machine areas are unauthorized to inmates.

Embracing and kissing are permitted within the bounds of good taste which would only be at the initial greeting and when leaving the visiting area. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit. It is the inmates' responsibility to control themselves and their visitors.

1. Visitors may not bring packages or gifts of any type into the institution.
2. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled via correspondence addressed to the inmate or approved by the unit team, Operation's Lieutenant or the Duty Officer.

Attorneys and approved attorney representatives may bring legal papers and written materials with them while visiting inmates, and such documents may be examined and signed by the inmate. These legal materials may not be left with the inmate. The legal materials may be deposited in the Legal Mail/Attorney Client drop box located in the front lobby. All of the proper labeling and addressing requirements must be completed by the attorney prior to depositing the correspondence in the drop box.

3. Visitors are prohibited from passing money to an inmate. The Visiting Room Officer cannot accept funds for deposit into an inmate's commissary account.
4. Bringing any unauthorized items such as medication, weapons, tools, food, or drugs into the institution is a violation of institution regulations and the law. This infraction may result in the visitor's permanent removal from the visiting list and referral to the proper law enforcement agencies for prosecution.

5. It is a violation of law for visitors and inmates to introduce or attempt to introduce any unauthorized article onto the grounds or into this institution, to take or attempt to take, or to send or attempt to send any article from the institution without the knowledge and consent of the Warden or his duly appointed representative.
6. The unauthorized use of cameras or recording equipment without the consent of the Warden or his designee is strictly prohibited. Violators are subject to criminal prosecution.

M. Supervision Of Visits: Inmates are responsible for making sure that their visitors conduct themselves in a dignified manner. Inmates and their visitors are responsible for the behavior of their children. Visits not conducted in an appropriate manner will be terminated. The officers will be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to suspect that materials are being passed, the Visiting Room Officer may examine the item. The Operations Lieutenant will be consulted in questionable cases. Requests for approved visits (after normal visiting hours) will be handled on a case by case basis. The Captain will be consulted for the purpose of providing staff supervision and the calculation of administrative expenses.

N. Meals: Vending machines in the Visiting Room are stocked with various food and beverage items. Inmates not wishing to terminate their visits in order to eat in their respective units will remain in the Visiting Room during meal times. Meals will not be served in the Visiting Room. Meals will not be saved on the units for inmates in the Visiting Room.

O. Interruption of Visit: Any inmate or visitor who departs from the Visiting Room will not be allowed to resume the visit on that day, unless authorized by a Lieutenant or the Duty Officer. Visits will not normally be interrupted (other than for visiting rules violations) except when necessary to respond to institutional emergencies or at the direction of the Warden or designee (Operations Lieutenant) at all other times.

P. Non-Smoking Area: The entire Visiting Room, to include attorney visiting areas, is designated as a non-smoking area.

Q. Penalty For Violation Of Visiting Regulations:

Visit Terminations: The decision to limit or terminate a visit for CIMS concerns, security concerns, or for reasons of improper conduct by the inmate or visitors, will be made by the Operations Lieutenant or Duty Officer. The privilege to have future visits may be denied as part of a disciplinary action brought against the inmate. Criminal prosecution may be initiated against the visitor, the inmate, or both, in cases of criminal violations.

Visit Denials: Any time a visit is denied, the Visit Denial Memorandum Form (Attachment #3), will be completed by the ACIS Officer. It will be approved by the Operations Lieutenant or Duty Officer and filed.

- 5. RESPONSIBLE DEPARTMENT:** Correctional Services.

_____/S/_____
Michael A. Zenk, Warden

REQUEST FOR VISITOR APPROVAL

NAME: _____ REGISTER NO#: _____
Last, First Middle

Your authorized social visit will consist of one hour of visiting each authorized visiting day. You will be allowed at least four (4) hours total visiting a month. Only immediate family members may be placed on your approved visiting list, which could include: your mother, father, wife, husband, step parents, brothers, sisters, and children. Any visitor with a criminal record must have prior written approval from the Warden.

See your unit counselor for your units visiting hours. Only three adults, and three children are authorized to visit at one time. This limit does not include children that can be held on the lap of an adult (throughout the visit). No visitor under the age of sixteen (16) years old will be permitted to visit unless escorted by an adult visitor.

NAME OF VISITOR	RELATIONSHIP	AGE	ADDRESS STREET, CITY	TELEPHONE NO.

I swear that the above information is true and accurate to the best of my knowledge.

Inmate's Signature Date Signed Unit Staff Signature

Date Received by Unit Team: _____

VISITOR INFORMATION SHEET

PLEASE PRINT INFORMATION

INMATE LAST NAME: _____

FIRST NAME: _____

REGISTRATION NUMBER: _____

UNIT: _____

VISITOR LAST NAME: _____

FIRST NAME: _____

RELATIONSHIP: _____ DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: ____ - ____ - ____

DRIVER'S LICENSE #: _____ STATE: _____

PASSPORT #: _____

ALIEN CARD #: _____

TELEPHONE #:(____) _____

SEX: M OR F

HEIGHT: _____ WEIGHT: _____

THIS INFORMATION IS PROVIDED PURSUANT TO PUBLIC LAW 93-579, PRIVACY ACT OF DECEMBER 31, 1974. Giving us your social security number or any of the other information is voluntary. However, we cannot process your request to visit if you do not give us the information we request. The information you provide us may be used to make requests for information about your background or to be provided to other law enforcement agencies to check on law violations or for other lawful purposes.

VISITOR'S SIGNATURE

DATE



UNITED STATES GOVERNMENT
M E M O R A N D U M
MDC, Brooklyn 11232

DATE:

REPLY TO

ATTN OF: _____, ACIS Officer

SUBJECT: VISIT DENIAL

TO: _____, Captain

The below listed visitor(s) was/were denied visiting for the following reason(s):

1. Improper Dress _____
2. Not on Visiting List _____
3. Wrong Visiting Day _____
4. Second visit on
the Same Day _____
5. Other (explain) _____

Visitor's Name: _____

Inmate's Name: _____

Inmate's Reg. No.: _____

Approved: _____

Lt. or DO Signature